

# **Overview**

## **Standards Development Process for Imaging Equipment**

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# How we got here

- Standards Development Roadmap recommended:
    - High priority to develop standards for imaging equipment
    - Finalize through IEEE Standards Association
    - Incorporate into existing EPEAT system
  - EPA put out RFP to select process manager to run process
  - EPA hosts scoping meetings to kick off process
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# Key Steps in Developing a Standard Through the IEEE Process

- 1) Hold Scoping Meeting
  - 2) Form Workgroup
  - 3) Start the Process
  - 4) Draft the Standard
  - 5) Ballot the Standard
  - 6) Get Standard Finalized and Approved
  - 7) New Standard and Product Registry Operational
  - 8) Revise Standard Minimum Every 5 Years
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# 1) Hold Scoping Meeting

- Today!



## 2) Form Workgroup

- Issue formal invitation to join workgroup
    - Will be sent to:
      - Everyone here today
      - All on EPEAT group email list
      - All ITIC members
      - Formally posted on IEEE websites on new standards workgroups
  - Strive for commitment, balance
  - EASC assigns workgroup chairs
  - Review and agree on policies and procedures to guide the workgroup's work
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### **3) Start the Process**

- Draft the Project Authorization Request (PAR)
  - PAR lays out the goal and scope of the new standard the workgroup will develop
- Get IEEE Approval of the PAR



## **4) Draft the Standard**

- Form subgroups to address specific environmental performance categories
  - Develop drafts
  - Send drafts out to full workgroup and possibly beyond for comment
  - Final draft approved by workgroup
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## 5) Ballot the Standard

- Form balloting group by issuing formal invitation to ballot to wide group of stakeholders
  - Final draft sent out for balloting to balloting group
  - Conduct balloting process, documenting all comments received and how responded to online
  - >75% of balloting group must vote and >75% must approve standard for it to become final
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## **6) Get Standard Finalized and Approved**

- Once through balloting, standard needs to be approved by the following IEEE groups to become final:
    - IEEE Computer Society's Environmental Assessment Standards Committee
    - IEEE Computer Society's New Standards Committee
    - IEEE Standards Association's Review Committee and Standards Board
  - Send Final Standard to IEEE publication department to publish
  - Send Standard to ANSI to be Registered as American National Standard
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## **7) New Standard Operational**

- Standard Available via IEEE
  - EPEAT Board of Advisors Approve Adding New Standard to EPEAT System
  - EPEAT Registry Expanded to Allow for Products Meeting New Standard to Be Added to the Registry
  - EPEAT Registry Contains Products Meeting the New Standard
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# Staff Liaison Role and Responsibilities

- Our Staff Liaison: Malia Zaman  
[M.Zaman@ieee.org](mailto:M.Zaman@ieee.org) / 732-562-3838
    - Answers questions about procedures
    - Along with chair, ensures that procedures are followed
    - Keeps workgroup informed
      - New products
      - New services
      - Policy changes
    - Brings workgroup ideas and concerns to the Standards Board and its committees
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**For more information on Overview  
of Process**

**Contact our staff liaison**

**Malia Zaman**

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**- or -**

**Go to Standards Development Online:**

**<http://standards.ieee.org/resources/development/index.html>**

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